

## **KEYWORD ADMINISTRATION**

Keyword administration gives users tools to add, edit or remove keywords that are used throughout the ACMS system. The keyword administration also allows administrators to reassign existing keywords to other sections of the ACMS.

To edit or add a keyword:

### **Step1**

The screenshot displays the 'ACMS Data Management System' interface. At the top, there are tabs for 'Reports: Forecasting' and 'Performance'. On the right, there is a link to 'Application Maintenance' with a wrench icon. The main section is titled 'Keyword Administration' with a small icon. Below this, a text instruction reads: 'Use the drop down menu to select an area to review keywords.' A dropdown menu labeled 'Type:' is open, showing a list of keyword categories. The categories are: Allowances, - Select Keyword -, Allowances, Benefits Plan, Budget Fiscal Year, Country, Currency Type, Employee Appointment Type, Employee Type, Grade, Location, Pay Plan, State, Step, and Work Schedule. The 'Type:' label and the dropdown menu are circled. To the left of the dropdown, there are links for 'APHIS' and 'FOIA'. To the right, there are links for 'Non-Discrimination Statement', 'Information Quality', 'FirstGov', and 'White House'.

Reports: [Forecasting](#) [Performance](#)

[Application Maintenance](#)

**Keyword Administration**

Use the drop down menu to select an area to review keywords.

Type: Allowances  
- Select Keyword -  
Allowances  
Benefits Plan  
Budget Fiscal Year  
Country  
Currency Type  
Employee Appointment Type  
Employee Type  
Grade  
Location  
Pay Plan  
State  
Step  
Work Schedule

[APHIS](#)  
[FOIA](#)

[Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

Select the keyword category from the Type dropdown menu that you would like to add to or modify.

## Step 2

APHIS Cost Management System

Reports: [Forecasting](#) [Performance](#)



### Keyword Administration

Use the drop down menu to select an area to review keywords.

Type:

3 items found.

New Keyword

Name ^	Description -	Active -	Default -	Action
Fort Collins	Fort Collins	Active	Default	
Mexico City	Mexico City	Active	Default	
Washington	Washington	Active	Default	

Edit Icon

[APHIS](#) | [USDA.gov](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

<click> New Keyword to create a new keyword for that category or <click> the edit icon to edit an existing keyword.

## CREATING A NEW KEYWORD

### Step 3

#### Keyword Profile

\* Indicates a required field

To create a new keyword, select the type that the keyword will be used in. Enter in the new keyword in the name field and specify whether the keyword should be active or inactive. Finally click save to save the keyword.

Enter keyword data.

Type *	<input type="text" value="Location"/>
Name *	<input type="text"/>
Description:	<input type="text"/>
Default:	<input type="checkbox"/>
Status *	<input type="text" value="Active"/>

Save

Cancel

**Type:** Select a keyword category from the type drop down that this keyword will be associated with.

**Name:** Enter in the name of the keyword

\*This is a required field

**Description:** Add a brief description for this keyword

**Default:** Select this box to assign this keyword as the default keyword for that category. Setting a keyword to default will make that keyword the “pre” chosen keyword on screens throughout ACMS.

**Status:** Set the status to active to enable the element through

**<click save>** to save your keyword and return to the previous screen or **<click cancel>** to discard your information and return to the previous screen.